

DESCRIPTION OF SERVICES

To record, maintain, and report financial information that is provided efficiently, timely, accurately, and is useful to citizens, management, and departments in order to enhance decision-making.

OBJECTIVES

1. Provide financial information that customers want in the clearest manner possible.
2. Provide timely and quality information in a cost-effective manner that meets customer needs.
3. Develop/distribute all financial reports required by law, by granting agencies and for management purposes by user departments.
4. Manage disbursements in a way that treats funds with fiduciary care, while promptly and accurately disburses money to vendors.

BUDGET SUMMARY

	FY 03 Budget	FY 04 Adopted Plan	FY 04 Adopted
Personnel	\$ 341,487	\$ 356,403	\$ 363,692
Operating	22,900	24,350	22,750
Capital		12,000	
Received from JCSA, etc.	(266,361)	(270,561)	(273,361)
Total	\$ <u>98,026</u>	\$ <u>122,192</u>	\$ <u>113,081</u>

PERSONNEL

Full-time Personnel	8	8	8
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WORKLOAD INDICATORS

	FY 03 Adopted	FY 04 Adopted Plan	FY 04 Adopted
Invoices Processed	27,000	27,000	25,750
Payroll Checks Issued	25,500	26,000	26,500

BUDGET COMMENTS

The budget allows for continued maintenance of service. The Service Authority, Regional Jail, and Regional Juvenile Detention facility pay a combined total of approximately 70 percent toward the cost of this division because the County serves as fiscal agent.